## DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS

RECORDS DISPOSITION SCHEDULE

ARCH	H۷	ES	NO

86-30

ARTMENT		DIVISION	SECTION		PERMANENT X	
OMINISTRATION PURCHASING		PURCHASING	SURPLUS PROPERTY		NON-PERMANENT	
ITEM NO.	DI	ESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS		
1.	CORRESPON DOCUMENTA	DENCE AND GENERAL TION	1 year + current	PROVID  1. Opcontailegal, inform cal va  2. Opshall legal bility	erating documentation be retained until and fiscal responsi-	
2.	VOUCHERS	(DUPLICATE COPY)	1 year + current	necess	ity discharged.	
3.	BUDGET EX (DUPLICAT	PENDITURE REPORT E COPY)	1 year + current			
4.	LEASE AGR	EEMENT	Duration of lease as determined by any terms limiting action thereunder + 6 years after cause accrues.			
5.	BILLING L	EDGERS	6 years + current			
6.	GASOLINE	LOG	2 years + current			
7.	MONTHLY R DRIVEN	EPORT OF MILES	l year + current	Con the same of th		
NO RE	CORD SHALL ENDING LEGA	BE DESTROYED UNDER L CASE, CLAIM, ACT	R THIS SCHEDULE AUTHORITY	SO LON	G AS IT PERTAINS TO	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

STATE ARCHIVIST'S SIGNATURE	DATE	RECORDS LIAISON OFFICER'S SIGNATURE	DATE
Service Children	7/29/85-	14366 By	1/4 /4:
ATTORNEY GENERAL'S SIGNATURE	DATE	STATE AUDITOR S SIGNATURE	DATE
Buare Woodard	8/27/3<	a promote of	9/13/25
Line and the state of the state		1	

1. White: Archives

2. White: Agency Copy 3. Canary: Operation File

SA-194 (Rev. 1/78)

## DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS

RECORDS DISPOSITION SCHEDULE

ARCHIV	ES NO,	
	86-30	)

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		Langarou	SECTION		T
PARTMENT		DIVISION	OEC-HON		PERMANENT
<b>LOMINISTR</b>	ATION	PURCHASING	SURPLUS PROPERTY		NON-PERMANENT
ITEM NO.	DE	SCRIPTION	RETENTION PERIOD	s	PECIAL INSTRUCTIONS
8.	STOCK ISSU	E CARDS	3 years + current		
9.	STOCK ISSU	E SUEE12	3 years + current		
10.	PROPERTY R	ECEIPT LISTINGS	3 years + current	and the state of t	
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VIII II					
WHITE PROPERTY.					
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NO REC	ORD SHALL B	e destroyed undi	ER THIS SCHEDULE AUTHOR	ITY SO LONG	G AS IT PERTAINS TO
NO REC ANY PE	ORD SHALL B NDING LEGAL	E DESTROYED UNDI CASE, CLAIM, AG	ER THIS SCHEDULE AUTHOR	ITY SO LONG	G AS IT PERTAINS TO
NO REC ANY PE	ORD SHALL B NDING LEGAL	E DESTROYED UNDI CASE, CLAIM, AG	ER THIS SCHEDULE AUTHOR	ITY SO LONG	G AS IT PERTAINS TO
ANY PE	NDING LEGAL	CASE, CLAIM, A	ction or Audit.	ve been establis	shed by this agency after care
request ap	proval of the about all of the factors act for the he	ove records disposition ors listed in the State Flad of this agency in m	n schedule. Retention periods have decords Management Policies an eatters pertaining to disposal of its	ve been establis d Procedures N	shed by this agency after care
request apevaluation couthorized to	proval of the about all of the factor act for the he isted on page 4-	ove records disposition ors listed in the State Frad of this agency in man 10 of the Records Man	n schedule. Retention periods have	ve been establis d Procedures N records. I also o s Manual.	shed by this agency after care
request apevaluation of	proval of the about all of the factor act for the he isted on page 4-	ove records disposition ors listed in the State Frad of this agency in many of the Records Man	n schedule. Retention periods have decords Management Policies and agement Policies and Procedures	ve been establis d Procedures N records. I also o s Manual.	shed by this agency after care Manual. I hereby certify that I pertify that I will comply with

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3. Canary: Operation File

SA-194 (Hev. 1/78)

## DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS

RECORDS DISPOSITION SCHEDULE

ARCHIVES NO	

86-20

1 of 3

DEPARTMENT		DIVISION	SECTION	F	PERMANENT X
ADMINIST	RATION	PURCHASING	SURPLUS PROPERTY	<u> </u>	ON-PERMANENT
ITEM NO.	DE	SCRIPTION	RETENTION PERIOD	SPEC	IAL INSTRUCTIONS
<b>1.</b>	1. CORRESPONDENCE AND GENERAL DOCUMENTATION  Administrative, policy, legal, fiscal, historical or research of enduring value.		PERMANENT  NOTE: Documentation of ing one or more of the values shall be retained permanently in origin or microfilm form (i.evidence of organizate function and informate taining to people, procorporate dodies, prosolutions, conditions		r more of these all be retained ly in original and/ilm form (i.e.) all of organization and and information peropecty, dodies, problems,
2.	AUDIT REPO	RTS	PERMANENT	- A Company	
3.	PERSONNEL	RECORDS	PERMANENT		to the Department stration, Personnel
*	A. Active	:			on termination
	B. Inacti	ve			
		,	**	· · · · · · · · · · · · · · · · · · ·	
) (					
	fontact the	State Archivist	for authority to micro	film the abo	ve records.
I request ap	proval of the abo	ve records disposition so	chedule. Retention periods have ords Management Policies and F	L been established	by this agency after careful

authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

STATE ARCHIVIST'S SIGNATURE	DATE	RECORDS LIAISON OFFICER'S SIGNATURE	DATE
Last Miles	7/29/85	A. C. au	1/2./2
ATTORNEY GENERALIS SIGNATURE VILVILLY	DATE	STATE AUDITOR'S SIGNATURE	DATE
Buane Wooderd		100000000	9//3/65
1 3 Just Brout ( Homoson	L <i>3/27/85</i> 1		
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